



Montana

Department of Labor and Industry

Commissioner's Office



## Montana Department of Labor and Industry Incumbent Worker Training Grant

### ***Need Training for Your Employees?***

The Montana Department of Labor & Industry is funding the **Incumbent Worker Training Grant**, designed to help employers fund *existing* training needs for employees who have completed the probationary period. This grant allows up to a maximum of \$2000 per year per *full time* employee and up to a maximum of \$1000 per year per part-time employee for skills-based training or certified education that is not normally provided or required by the employer. Under this program, the training can meet a variety of your business and employee needs: Training to upgrade or modify employee skills intended to reduce employee turnover or enhance employee wages, productivity and efficiency; training that provides a direct added benefit to the employee's occupation or craft; training that will either correct an employee's skill deficiency, upgrade an employee's current skill level, or add an employee skill or skills intended to allow you the employer to remain competitive. Training may be as simple as an instructional program to learn new skills, such as QuickBooks, or as complex as training in specialized auto mechanics or in operating equipment that requires an advanced skill level. It may include safety, customer service, management or supervisor training. The application process to utilize these training funds is easy to complete.

#### **Step 1: Call the BEAR Program at 406-322-8050 to schedule a BEAR Interview**

The BEAR team will conduct an interview to learn about your business, and assess your business training needs, who needs to be trained and what educational programs are available. *BEAR* is the leading Business Expansion And Retention program in Montana and can be a major asset to your business. The *BEAR Program* has a collaborative, community-wide team that offers experienced and knowledgeable experts that can help you expand your business or refine it's operations on a variety of topics including marketing, accounting, strategic and succession planning, financing, employee training, business plans, and efficient manufacturing.

#### **Step 2: Determine if Your Business Meets the Incumbent Worker Training Grant Qualifications after a BEAR Interview has been scheduled as described in Step 1.**

- ✓ Is the business located in the south central area of Montana in the counties of: Big Horn, Carbon, Fergus, Golden Valley, Judith Basin, Musselshell, Park, Petroleum, Sweet Grass, Stillwater, Wheatland, or Yellowstone?
- ✓ Is the business registered with the Secretary of State to conduct business in Montana as a sole proprietor (if required), corporation, partnership, limited liability company, or association?
- ✓ Has the business been operating continuously for a minimum of at least one year?
- ✓ Does the business have 20 or fewer employees in one location and not more than 50 employees statewide?
- ✓ For training within Montana, does the employer agree to match every \$4 requested with at least \$1 (20%) of business funds? For training outside of Montana, does the employer agree to match every \$4 requested with at least \$1 (20%) of business funds and (50%) for all travel expenses (does not include meals, taxi/shuttles and car rental costs)? The employer's match may include business funds and/or wages/benefits during the employee's training period.
- ✓ Is the education or skills-based training for *existing* full-time, year-round employees who average 35 hours of work per week and for existing part-time, predominantly year-round employees who average 20 to 35 hours of work each week? Training must be completed by June 30, 2009.
- ✓ Does the employer agree to provide a written cover letter outlining the anticipated workforce talent development and the economic benefits as a result of the proposed training?

#### **Step 3: Complete an Incumbent Worker Training Grant Application and Submit to BEAR for Approval: Stillwater County ED, PO Box 881 Columbus, MT 59019 or email [mkramer@stillwater.mt.gov](mailto:mkramer@stillwater.mt.gov) or call 322-8050**

If you are unsure of your training needs, you may complete the application after the BEAR team has done an assessment with you. The BEAR team will review your application and once approval is in place, training can start. ***Do not make any training arrangements until approval has been obtained.***